



STATE OF CALIFORNIA

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION

915 CAPITOL MALL, ROOM 400

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SACRAMENTO, CA 94209-0001

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John Decker

Executive Director

JOB OPPORTUNITY BULLETIN

CLASS: Associate Program Specialist, CDIAC
Assistant Program Specialist, CDIAC
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$4400 -\$5348 Assoc Prgm Spec
\$3050 -\$4446 Assistant Prgm Spec

Under the general direction of the Staff Services Manager I, Data Collection and Analysis Unit, this position performs the following duties: The incumbent may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

Essential Functions:

- Analyzes, inputs, and audits debt issuance information from the reports filed with the Commission; monitors the progress of proposed and sold debt issuance reports through the process; reviews and evaluates reports of debt issuance to ensure the accuracy and consistency of the Commission's database; advises supervisors and management on variances in the reporting system; prepares monthly analysis, prepares and evaluates monthly reports of data collected by CDIAC from state and local government agencies that issue debt; ensures the accuracy of the reports; advises supervisors and management on methods to retrieve data from the Commission's application for analysis; develop, implement, and maintain standards for input, analysis, and auditing of debt data and develop, implement and oversee any changes to these standards over time.
- Contributes to the Unit's preparation of the calendar of debt issues and the articles for the monthly DEBTLINE; ensures that the data reported in the calendar is correct and accurately reflects debt issuance activities; develops and proposes methods for improving the publication; assists in determining the content of the articles that will appear in the publication; writes articles for the publication and oversees its final production and distribution; monitors the costs associated with the publication of DEBTLINE.
- Acts as liaison with the STO Information Services to maintain and upgrade, as necessary, the CDIAC application for tracking and reporting debt issuance statistics for the State of California; act as lead user representative on any automation or programming projects involving the CDIAC application.
- Prepares correspondence and conducts research in response to technical assistance requests received from Commission members, members of the Legislature, and representatives of the public and private sectors; researches and prepares ad hoc reports as directed by supervisors and management; responds independently to questions concerning CDIAC's history and programs and the basic characteristics of different types of financing instruments. Other programmatic or administrative duties as required.

DESIRABLE QUALIFICATIONS:

- Computer skills, including PC word processing and spreadsheets.
- Ability to communicate effectively, as well as to establish and maintain cooperative working relationships with others contacted daily.
- Good work habits and dependability.
- Ability to gather and analyze data.
- Ability to work independently and accurately under very restrictive time frames, while adjusting to changing conditions.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as an Associate Program Specialist CDIAC .

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

Please state the source of your eligibility (i.e. lateral; list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "318-001-4289-004" next to the classification on your application/resume, i.e. Associate Program Specialist, CDAC (318-001-4289-004).

FINAL FILING DATE:

Applications will be accepted **until filled**

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

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